Resending Notifications: Department Staff
## Log into DocuSign

<table>
<thead>
<tr>
<th>OVERVIEW</th>
<th>Last 6 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Action Required" /> Action Required</td>
<td>2 &gt;</td>
</tr>
<tr>
<td><img src="image2" alt="Waiting for Others" /> Waiting for Others</td>
<td>3 &gt;</td>
</tr>
<tr>
<td><img src="image3" alt="Expiring Soon" /> Expiring Soon</td>
<td>-- &gt;</td>
</tr>
<tr>
<td><img src="image4" alt="Completed" /> Completed</td>
<td>6 &gt;</td>
</tr>
</tbody>
</table>

**Click on the “Action Required” filter**
Click on the form that required a reminder notification.

Then click Manage.
Select the person who needs another notification.

Click “Resend.”

Click “Finish.”

The individual will receive another notification from DocuSign.
Other Resources

- FAQ page on Graduate and Professional Studies site.
- Videos.
- Handouts.
- DocuSign Support.
  - Available 24/7 over the phone or chat.